

Supervisor/Reviewer Checklist

1. Reconciliations received timely.
2. Cardholder signature and Date on reconciliation.
3. American Express Monthly bill attached.
4. Compare each transaction amount on the American Express statement to that documented on the reconciliation.
5. Verify that the grand total on the reconciliation matches the amount due listed on the American Express bill.
6. Review the detail of each transaction to ensure purchases are for valid business expenses.
7. Verify that there was not any sales tax charged on each transaction.
8. Verify that all accounting information is correct. Cost code, object code, etc.
9. If you come across any issues which cannot be resolved immediately, please document this and attach it to the reconciliation.
10. Sign and date the reconciliation.
11. Track of any outstanding issues to ensure the issue is resolved in a timely manner.
12. Send the reconciliation to the Fiscal office or next appropriate recipient.

REMEMBER:

- If there are any issues with any of the steps above, contact the cardholder to get them resolved.
- Document any outstanding issues for your files as well as attach to the reconciliation.
- Follow-up on outstanding issues not resolved by the next reconciliation.